

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Grants and Prospect Research Manager
SUPERVISOR: Director of Grants Management
STATUS: Salary/Exempt



PAY RANGE: \$80,000 - \$92,000 Annually

The base pay offered will consider internal equity and may vary based on the candidate's job-related knowledge, skills, experience, and other factors.

LOS ANGELES REGIONAL FOOD BANK

The mission of the Food Bank is to mobilize resources to fight hunger in our community. To fulfill our mission, we source and acquire nutritious food and other products and distribute them to people experiencing nutrition insecurity through our partner agency network and directly through programs; energize the community to get involved and support hunger relief; and conduct hunger and nutrition education and awareness campaigns and advocate for public policies that benefit the people we serve. Food Bank employees are hired because of their unique skills, diverse perspective, and their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

ESSENTIAL FUNCTIONS

The Grants and Prospect Research Manager supports the organization's robust grants pipeline to meet annual institutional giving revenue goals. They draft and compile proposals and report materials; coordinate applications; track deadlines and awards; draft and edit compelling narratives; and prepare all aspects of funder reports, while managing multiple priorities and meeting deadlines. The Grants and Prospect Research Manager is also responsible for researching potential funding sources and maintaining files and database entries. This role works collaboratively with internal stakeholders across Development, Marketing & Communications, and other departments to ensure grants are tracked with attention to detail.

WHAT YOU'LL DO

Grant Writing & Prospect Research: Under the direction of the Director of Grants Management, drafts concise, compelling, accurate, and targeted grant proposals and reports according to grant makers' guidelines and deadlines, including corporate, foundation, and government proposals and reports as required. Work with Marketing and Communications and Programs staff to collect program data and client stories to capture the scope of services, and keep track of changes/updates to program service delivery. Oversee management of the internal grants calendar within CRM to ensure timely submission of requests and reports, adding new

opportunities as available. Ensure all deadlines and associated cultivation, solicitation, and stewardship steps are accurate and up to date in CRM. Proofread/edit outgoing letters, proposals, reports, and other grant-related documents. Gather and maintain updated hunger statistics to support grant proposals, reports, and internal and external communications. Serve as Subject Matter Expert for grants, foundations, and corporate foundation giving in the database/CRM. Utilizes a variety of research techniques and resources to prepare background reports, profiles, and other information to support institutional and individual giving. Assists with the identification and assignment of new potential prospects.

Development & Organizational Support: Supports the Development team with Food Bank special event preparation and facilitation. Actively participates in professional development and Food Bank employee development and engagement events. Represents the Food Bank at internal and external community events. Conducts tours in the warehouse regularly.

QUALIFICATIONS

- Bachelor's degree in Nonprofit Management, Business Administration, Public Administration, Communications, English, Marketing, or a related field preferred but not required. Minimum of three to five years of development experience, including at least three years of nonprofit development experience with an emphasis on grant administration.
- Proven track record of successful grant and sponsorship applications at the \$10,000 and up level.
- Superb writing and editing skills with the ability to translate program initiatives and impact into strong solicitation letters, proposals, and reports for a variety of audiences.
- Solid understanding of best practices in institutional giving—familiarity with local business and foundation community is a plus.
- Strong proficiency with Microsoft Office (i.e., Excel, Word, Powerpoint, etc.) and Google Suite (i.e. Calendar, Docs, Sheets, Slides, etc.). A high level of comfort navigating the Internet as well as online databases. Experience with Raiser's Edge strongly preferred.
- Ability to meet frequent deadlines while managing multiple projects and tasks simultaneously in a fast-paced, deadline-driven environment.
- Ability to work independently and as part of a team.
- Self-starter, strong organizational skills, attention to detail, and creative problem-solving.
- Excellent communication, interpersonal, and customer service skills; comfort with public speaking;
- Position requires the highest level of integrity and discretion with the ability to regularly handle time-sensitive and confidential information.
- Communicates accurately, honestly, supportively, and in a timely manner with external stakeholders and department and interdepartmental team members. Demonstrates strong planning, organizing, time management, and interpersonal skills.
- Passion for the Food Bank's mission and commitment to the values of the organization: collaboration, inclusion, diversity, equity, accessibility, respect, service, stewardship & accountability.
- Possess a valid California Driver's License and have access to a reliable, insured vehicle. Must be able to travel within Los Angeles County as required. Work assignments may include various facilities and hubs across Los Angeles County, including locations in Los Angeles and the City of Industry, CA. Flexibility to commute between Food Bank facilities as needed is essential.

BENEFITS

We offer a comprehensive benefits package:

- Medical: Employee HMO coverage as little as \$10 per bi-weekly paycheck and access to Nonstop Health funds
- Dental: Employee HMO coverage available at no cost
- Vision: Comprehensive vision insurance with generous allowances for examinations and material costs
- Flexible Spending Accounts
- Employer-paid Life Insurance and Long-Term Disability
- Optional Long-Term Care Insurance
- 403(b) retirement savings plan with employer match
- Employee Assistance Program (EAP) with expanded Mental Health
- Employee recognition programs
- Growth & career development support for professional certifications and additional training resources
- Vacation: Two weeks annually for the first three years
- Holiday: Nine paid holidays; eligible upon date of hire
- Sick Leave Time available

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

In instances of a federal, state or locally declared emergency, Los Angeles Regional Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer." Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. The Food Bank fosters an organizational culture where ideas and decisions from all people help us grow, innovate, and serve in a rapidly changing world. We strongly encourage people from underrepresented groups to apply.

Interested in joining our team? To learn more about this opportunity and apply, visit our [Career Center](#).